



TAU BETA PI OFFICER MEETING

MINUTES

AUGUST 21, 2016

2:30 P.M.

EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

| | | | | |
|-----------|--------------------------|------------------------------|----------------------|--------------|
| ATTENDEES | Caroline Rose Kabus | President | ckabus@ksu.edu | 785.215.7902 |
| | Damian Anton Cyr | Vice President | dcyr@ksu.edu | 785.275.2350 |
| | Keith Daniel Huddleston | Recording Secretary | kdhuddle@k-state.edu | 785.927.0265 |
| | Mitchell Scott Fowler | Corresponding Secretary | mfowler2014@ksu.edu | 913.235.6180 |
| | Nathan Taylor Robertson | Membership Coordinator | tracer@ksu.edu | 913.481.1485 |
| | Peter Lemoine Jensen | Membership Coordinator Elect | plj1002@ksu.edu | 620.217.0172 |
| | Abigail Faye Hilliard | Media Coordinator | abbieh@ksu.edu | 913.704.8272 |
| | Anna Kucera | Media Coordinator Elect | akucera@k-state.edu | 913.568.3930 |
| | Ryan Cooper | Engineering Futures | rcooper@k-state.edu | 913.748.1509 |
| | Ethan Mark Linden | Awards Chair | lindene@k-state.edu | 620.282.3198 |
| | McKenzie Renee Hine | Signage/Display Coordinator | mrhine@k-state.edu | 913.748.7742 |
| | Levi Charles Hefner | Alumni Chair | levihefner@ksu.edu | 785.953.0754 |
| | Asst. Dean Andrew D Fund | Advisor | andyfund@ksu.edu | |

Agenda Topics

SCHEDULE

| | |
|-------------|---|
| DISCUSSION | Brief layout of the semester's organization goals and dates |
| CONCLUSIONS | As it stands the dates will remain as listed on schedule, several event times have been altered. Please see attached semester schedule. Let Caroline know if any of these dates pose a potential problem. |

ENGINEERING STUDENT ORGANIZATION FAIR

| | | | |
|---|--|----------|--|
| DISCUSSION | Volunteers needed for fair. Friday 1pm-4pm, Engineering Hall Atrium. | | |
| CONCLUSIONS | We will hand out certificates and pins at the activity fair to the previous semester's initiates and also promote TBP to any potential new members. Caroline has a box labeled in the TBP cabinet with all the supplies needed for the fair. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| Volunteers selected for Friday 1-4pm in engineering hall atrium | Damian Cyr to set up, Levi Hefner, Caroline Kabus and McKenzie Hine to help as available. | N/A | |

PROSPECTIVE MEMBER PERSONAL MEETINGS AND REVIEWS

| | |
|-------------|--|
| DISCUSSION | New suggestions for the personal meetings were brought up. They includes, the method of "speed dating" in which the meetings would be extremely brief, under one minute. Also the idea came up of doing the meetings all in one night. |
| CONCLUSIONS | 30 second "Speed dating" was not endorsed, and does not allow for time for the interviewer to get a feel for the prospective member's character. Instead we decided to spend a minimum of 5 minutes with each initiate and a minimum of each initiate to meet three executive officers/advisers. The meetings will occur on one night, Tuesday, September 27 starting at 5:30pm. |

Meeting ended at 3:20. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

| TBP Officers Fall 2016 Contact Information | | | |
|---|-------------------------------|----------------------|-----------------------|
| Name | Position | Email | Phone Number |
| Caroline Rose Kabus | President | ckabus@ksu.edu | 785.215.7902 |
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| [TBD at December Elections] | Treasurer Elect | | |
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| Asst. Dean Andrew D Fund | Advisor | andyfund@ksu.edu | 785.532.5592 (office) |
| Dr. Lisa Wilken | Advisor | lwilken@ksu.edu | |

| Committees | |
|---|--|
| <u>Community Service</u> ▷ Vice President ▷ Vice President Elect ▷ Recording Secretary | Action Items ▷ Begin planning for two community service projects (select dates) |
| <u>Membership</u> ▷ Membership Coordinator ▷ Membership Coord. Elect ▷ Corresponding Secretary ▷ Corr. Secretary Elect ▷ Alumni Chair | Action Items ▷ Get list from Dr. Dringenberg ▷ Begin preparing letters and labels (by 8/26/16) |
| <u>Convention</u> ▷ President ▷ Vice President | Action Items ▷ Travel Plans Submitted |
| <u>Events</u> ▷ Events ▷ Treasurer ▷ Editor ▷ Media ▷ Media Elect ▷ Awards ▷ Engineering Futures ▷ Signage/Display Coordinator | Action Items ▷ Begin planning Engineering Futures ▷ Begin planning General Body ▷ Begin planning Initiation Kick-off ▷ Begin planning Orientation Session ▷ Begin planning election event |

| Date | Activity | Location and Time | Responsible Party |
|---|---|---|---|
| <i>Friday, August 26</i> | <i>Week 1 Executive Meeting Stuff Parent Envelopes</i> | <i>9:30AM Rathbone 1044</i> | Membership coordinator, Nathan + ALL |
| Friday, August 26 | Engineering Student Organization Fair Hand out Pins and Certificates to last semester's initiates. | 1:00-4:00 p.m. Engineering Hall Atrium | ALL (two volunteers) |
| Monday, August 29 | Send 1st Letter to Parents Email 1st Letter to Students | | Membership coordinator, Nathan |
| <i>Friday, September 2</i> | <i>Week 2 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Thursday, September 1 | Submit Convention Travel Plans | Online | Caroline and Damian |
| Tuesday, September 6 | General Body Meeting Invite new initiates Present new membership stats and advisers | 5:30 PM | ALL |
| <i>Friday, September 9</i> | <i>Week 3 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Due before September 16 | Send Report of Eligibility | | Mitchel |
| <i>Friday, September 16</i> | <i>Week 4 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, September 20 | Initiation Kickoff meeting | 5:30 PM | ALL |
| <i>Friday, September 23</i> | <i>Week 5 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, September 27 | Prospective member personal meetings, and review | 5:30pm-(9pm?) | ALL |
| <i>Friday, September 30</i> | <i>Week 6 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, October 4th | Prospective Member Orientation (Pizza/Signature Books) | 6:00 PM | ALL + Invite Faculty TBP Alumni |
| Thursday October 6th - Saturday October 8th | TBP National Conference | San Diego, CA | |
| <i>Friday, October 7</i> | <i>Week 7 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | Caroline and Damian will be gone. Mitchell to run meeting? |
| <i>Friday, October 14</i> | <i>Week 8 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| <i>Friday, October 21</i> | <i>Week 9 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| <i>Friday, October 28</i> | <i>Week 10 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| <i>Friday, November 4</i> | <i>Week 11 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| <i>Friday, November 11</i> | <i>Week 12 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| ? | Adopt-A-Highway Service Project | ? | ALL |
| ? | KS Hill Service Project | ? | ALL |
| ? | Engineering Futures | ? | Engineering Futures Chair + ALL |
| November 14 - 18 | Canned Food Drive | | Vice President, Damian, and committee + ALL |
| <i>Friday, November 18</i> | <i>Week 13 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Due before November 17 (two weeks before initiation) | Submit Election Report & Catalogue Card due date | | Nathan, Mitchell + ALL |
| <i>Friday, November 25</i> | <i>Week 14 [MEETING CANCELED]</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Thursday December 1 | Initiation and Banquet | TBA 4:30PM-8PM | ALL |
| <i>Friday, December 2</i> | <i>Week 15 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, December 6th | Elections and Social | 5pm Location TBA? | ALL + Plus Initiates |
| <i>Friday, December 9</i> | <i>Week 16 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Due before December 15 (two weeks after initiation) | Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees | | Mitchell + ALL |



TAU BETA PI OFFICER MEETING

MINUTES

AUGUST 26, 2016

9:30 P.M.

RATHBONE 1044

| | | | | |
|-----------|---------------------------|-------------------------|--------------------------|--------------|
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| | Dr. Emily Ann Dringenberg | Advisor | dringenberg@k-state.edu | 620.423.9072 |
| | Dr. Lisa Wilken | Advisor | lwilken@k-state.edu | |

Agenda Topics

CONCRETE FOR KS HILL

| | | | |
|--|--|----------|--|
| DISCUSSION | Concrete and lime will need to be ordered. Affirmation that we have a place to store said supplies is needed as well. The idea to order double the amount needed was brought up, as well as the idea to gift away unneeded concrete from the previous years. | | |
| CONCLUSIONS | If an adequate area for storing concrete is secured, then, double the amount of concrete will be ordered. Excess concrete will be offered to concrete lab. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| Concrete and lime need ordered and respective persons need to be contacted | Caroline Kabus and Damian Cyr | N/A | |

ENGINEERING FUTURES DATE

| | | | |
|--|---|----------|--|
| DISCUSSION | A set date for the event was needed, October 1 st and 15 th were suggested. A room is needed for the event is needed as well. | | |
| CONCLUSIONS | October 15 th will be the date of the Engineering Futures event. A room has yet to be decided | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| A room is needed for Engineering Futures | Ryan Cooper agreed to find the room. | N/A | |

REVIEW OF THE PROSPECTIVE MEMBER EMAIL LETTER

| | |
|-------------|---|
| DISCUSSION | The prospective member email, by Nathan Robertson was reviewed. |
| CONCLUSIONS | Slight alterations were introduced and the email was approved. |

Meeting ended at 10:00. - Keith Huddleston, Recording Secretary

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| Russell A Feldhausen | Adviser | russfeld@ksu.edu | |

| Committees | |
|---|---|
| <u>Community Service</u> ▷ Vice President ▷ Vice President Elect ▷ Recording Secretary | Action Items ▷ Continue planning community service events ▷ _____ |
| <u>Membership</u> ▷ Membership Coordinator ▷ Membership Coord. Elect ▷ Corresponding Secretary ▷ Corr. Secretary Elect ▷ Alumni Chair | Action Items ▷ Finish preparing labels and invites ▷ _____ |
| <u>Convention</u> ▷ President ▷ Vice President | Action Items ▷ Travel Plans Submitted ▷ _____ |
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Tau Beta Pi Schedule Fall 2016

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| Tuesday, September 6 | General Body Meeting Present new membership stats and advisers Social Hour Afterwards at Tanners | 5:30PM Engineering Hall 0093 | ALL |
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| Tuesday, September 27 | Prospective member personal meetings, and review | 5:30pm-(8:30pm?) Engineering Hall 0093 | ALL |
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| Thursday October 6th - Saturday October 8th | TBP National Conference | San Diego, CA | Damian and Lucas |
| <i>Friday, October 7</i> | <i>Week 7 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | Damian Lucas Caroline gone |
| <i>Friday, October 14</i> | <i>Week 8 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Saturday October 15 | Engineering Futures | 9:00AM-1:00PM, Room TBD | Eng Futures Chair + ALL |
| Sunday October 16 | Adopt-A-Highway Service Project | 3:00PM-5:00PM | Damian and Committee + ALL |
| <i>Friday, October 21</i> | <i>Week 9 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
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| Thursday December 1 (OR TUE NOVEMBER 29) | Initiation and Banquet | TBA 4:30PM-7PM | ALL |
| <i>Friday, December 2</i> | <i>Week 15 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, December 6th | Elections and Social | 5:30 pm Location TBD? | ALL + Plus Initiates |
| <i>Friday, December 9</i> | <i>Week 16 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
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TAU BETA PI OFFICER MEETING

MINUTES

SEPTEMBER 2, 2016

9:30 P.M.

EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

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| | Russell A Feldhausen | Advisor | russfeld@k-state.edu | |

Agenda Topics

NEW ADVISER

| | |
|-------------|---|
| DISCUSSION | The new advisor, Russell A Feldausen, was introduced. |
| CONCLUSIONS | New advisor is pretty rad! |

ENGINEERING FUTURES

| | |
|-------------|--|
| DISCUSSION | Ryan is working on scheduling an engineering futures speaker for October 15 th . A room was found for engineering futures, 0093 in the basement of the engineering building; however an adviser will need to be present for this event. |
| CONCLUSIONS | An adviser will need to be found who is available for the event. Professor Feldhausen offered to help at this event. |

POTENTIAL SERVICE PROJECT

| | |
|-------------|---|
| DISCUSSION | There is new option for the candidates that cannot attend either of the previously scheduled community service projects. This option is distributing the undelivered pins which have been stored away throughout the years. |
| CONCLUSIONS | This option is available to those who cannot attend Adopt a Highway or KS Hill. If no candidates choose this option then it will be done by Tau Beta Pi officers. |

CONCRETE

| | | | |
|---|--|-------------|--|
| DISCUSSION | Concrete still needs to be ordered and the storage situation finalized | | |
| CONCLUSIONS | Caroline Kabus will call the appropriate people as well as talk in person to the concrete sellers in person. | | |
| ACTION ITEMS | PERSON RESPONSIBLE | DEADLINE | |
| The appropriate individuals will be contacted | Caroline Kabus | September 3 | |

TAU BETA PI FINANCES

| | |
|-------------|--|
| DISCUSSION | One option for fundraising is to volunteer for the career fair. |
| CONCLUSIONS | A final decision was withheld until further information is attained. |

POTENTIAL CANDIDATES

| | |
|-------------|--|
| DISCUSSION | Reviewed the process status. |
| CONCLUSIONS | Everything is proceeding on schedule; the distribution of personal invitations has begun. Help is still needed to distribute many of the invitations. We will talk about it at the general body meeting on Sept. 6 th . |

ESC REPRESENTATION

| | |
|--------------------|--|
| DISCUSSION | A TBP representative is needed for Engineering Student Council meetings to insure we get funding from the college. |
| CONCLUSIONS | Ethan will act as our Engineering Student Council representative and will report back any important ESC items at our executive meetings and to our Treasurer, Jay. |

Meeting ended at 10:07. - Keith Huddleston, Recording Secretary

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| Saturday October 15 | Engineering Futures | 9:00AM-1:00PM, Room TBD | Eng Futures Chair + ALL |
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| <i>Friday, November 25</i> | <i>Week 14 [MEETING CANCELED]</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Thursday December 1 (OR TUE NOVEMBER 29) | Initiation and Banquet | TBA 4:30PM-7PM | ALL |
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| Due before December 15 (two weeks after initiation) | Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees | | Mitchell + ALL |



TAU BETA PI OFFICER MEETING

MINUTES

SEPTEMBER 21, 2016

9:32 P.M.

EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

| | | | | |
|-----------|---------------------------|-------------------------|-------------------------|--------------|
| ATTENDEES | Caroline Rose Kabus | President | ckabus@ksu.edu | 785.215.7902 |
| | Damian Anton Cyr | Vice President | dcyr@ksu.edu | 785.275.2350 |
| | Keith Daniel Huddleston | Recording Secretary | kdhuddle@k-state.edu | 785.927.0265 |
| | Mitchell Scott Fowler | Corresponding Secretary | mfowler2014@ksu.edu | 913.235.6180 |
| | Trace Robertson | Membership Coordinator | tracer@ksu.edu | 913.481.1485 |
| | Anna Kucera | Media Coordinator Elect | akucera@k-state.edu | 913.568.3930 |
| | Ryan Cooper | Engineering Futures | rcooper@k-state.edu | 913.748.1509 |
| | Ethan Mark Linden | Awards Chair | lindene@k-state.edu | 620.282.3198 |
| | Dr. Emily Ann Dringenberg | Advisor | dringenberg@k-state.edu | 620.423.9072 |
| | Dr. Lisa Wilken | Advisor | lwilken@k-state.edu | |
| | Russell A Feldhausen | Advisor | russfeld@k-state.edu | |

Agenda Topics

PERSONAL MEETINGS/ INITIATION BANQUET

| | |
|-------------|---|
| DISCUSSION | This coming Tuesday the personal meetings of all the initiates will be taking place. It's going to be great and there will be pizza. It is estimated to take roughly two hours. The possible locations of the initiation banquet was discussed. |
| CONCLUSIONS | There are a few files online covering how we are doing the personal meeting. If you have questions ask one of the exec officers who was at this meeting. Every officer is expected to come, if you cannot make it let Caroline know. No location for the initiation banquet has yet been decided. |

COMMUNITY SERVICE

| | |
|-------------|--|
| DISCUSSION | Supply update |
| CONCLUSIONS | Vests have been reserved for the highway cleanup. Supplies from previous years are still in the basement and the new storage room situation is getting finalized. The recently donated supplies are still at Meade lumber. |

Committee breakdown at 10:01. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

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| [TBD at December Elections] | Treasurer Elect | | |
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| Russell A Feldhausen | Adviser | russfeld@ksu.edu | |

| COMMITTEE TO-DO LIST | | | |
|----------------------|---|--|--|
| Committee | Community Service | Membership | Events |
| People | Vice President Vice President Elect Recording Secretary | Membership Coordinator Membership Coordinator Elect Corresponding Secretary Corresponding Secretary Elect Alumni Chair | Events Treasurer Media & Media Elect Awards Engineering Futures Signage Display Coordinator |
| To Do | -Get supplies for Adopt a Highway | -Fix faculty signature pages | -Create Slides for Sept 20 Mtg |
| | -gloves vests trashbags waterbottles | -Update whole signature book | Buy Cookies (RSSVP+20 people) for Sept mtg (3cookies/person?) |
| | -KS hill supplies, check current supplies | -Send rest of pamphlets | buy water for sept 20 mtg |
| | -Contact Wamego Transportation office for vests | -Send Report of Eligibility | Remove Don from OrgSync |
| | -Create document for adopt a highway how to | | Add Russel A Feldhausen to OrgSync |
| | | | Draft/send email to Can Food Drive Faculty |
| | | | Pizza(papa John?)/drink for Oct 4 |
| | | | Target-no bakery - 3.29/10cookies |
| | | | Walmart - 3.74/dozen - can put on trays |
| | | | Dillons - 8.99/50cookies - thinner but seeming good quality - unsure of tray |
| | | | Hyvee - 3.99/dozen --- possible deal - return call on Thursday |



| Tau Beta Pi Schedule Fall 2016 | | | |
|--|--|---|---|
| Date | Activity | Location and Time | Responsible Party |
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| Friday, August 26 | Engineering Student Organization Fair Hand out Pins and Certificates | 1:00-4:00 p.m.- Eng Hall Atrium | ALL (two-volunteers) |
| Monday, August 29 | Send 1st Letter to Parents Email 1st Letter to Students | | Membership coordinator, Nathan |
| Thursday, September 1 | Submit Convention Travel Plans | Online | Damian and Lucas |
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TAU BETA PI OFFICER MEETING

MINUTES

OCTOBER 14, 2016

9:30 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

| | | | | |
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| ATTENDEES | Caroline Rose Kabus | President | ckabus@ksu.edu | 785.215.7902 |
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| | Russell A Feldhausen | Advisor | russfeld@k-state.edu | |

Agenda Topics

COMMUNITY SERVICE SUPPLIES

| | |
|-------------|---|
| DISCUSSION | Everything other than gloves and water is ready for Adopt a Highway this Sunday. Concrete is now in the storage room. Only a few things need finalized for KS hill. |
| CONCLUSIONS | Someone will need to call the fire department for KS hill. |

RECRUITING OF FACULTY MEMBERS

| | |
|-------------|---|
| DISCUSSION | The idea came up to start recruiting faculty members to Tau Beta Pi. |
| CONCLUSIONS | A vote was taken to ask Dean Dawson to join, the yeses had it four to three. Also suggested but not voted on was to every year ask a few deserving faculty members to join Tau Beta Pi, and to treat this event as an honor as to make it more appealing. |

CANNED FOOD DRIVE

| | |
|-------------|--|
| DISCUSSION | We now have boxes ready for the canned food drive. A how-to document for this event does not exist as of yet and will need to be made. |
| CONCLUSIONS | The boxes will need to be labelled for the canned food drive so they are not mistakenly taken. |

Meeting ended at 10:01. - Keith Huddleston, Recording Secretary

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| Committees |
|--|
| <u>Community Service</u> ▷ Vice President ▷ Vice President Elect ▷ Recording Secretary |
| <u>Membership</u> ▷ Membership Coordinator ▷ Membership Coordinator Elect ▷ Corresponding Secretary ▷ Corr. Secretary Elect ▷ Alumni Chair |
| <u>Convention</u> ▷ President ▷ Vice President |
| <u>Events</u> ▷ Events ▷ Treasurer ▷ Editor ▷ Media ▷ Media Elect ▷ Awards ▷ Engineering Futures ▷ Signage/Display Coordinator |

Tau Beta Pi Schedule Fall 2016

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TAU BETA PI OFFICER MEETING

MINUTES

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(FIEDLER 1094)

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Agenda Topics

COMMUNITY SERVICE

| | |
|-------------|--|
| DISCUSSION | Damian contacted Carl who said fire department should be available for the KS hill. A vote was taken on whether Caroline should contact media outlets for this event. Adopt a Highway was a success. |
| CONCLUSIONS | The vote was in favor of contacting media outlets. |

ADVISOR

| | |
|-------------|---|
| DISCUSSION | The process of having Russell becoming an official advisor is underway, Mitchell contacted headquarters who said they would get around to doing it. |
| CONCLUSIONS | The process should be completed by November 1 st . |

SIGNATURE BOOKS/PERSONAL MEETINGS

| | |
|-------------|--|
| DISCUSSION | A small number of people still need some personal meetings. The signature books that were turned in were reviewed and processed. |
| CONCLUSIONS | All thirty two signature books passed review. |

BENT SHINING PARTY

| | |
|-------------|--|
| DISCUSSION | Damian brought back an idea from the national conference. Other chapters participate in a bent shinning party for their new initiates. |
| CONCLUSIONS | We plan to have a bent shinning party on November 1 st at 5:30pm in Seaton 142. |

INITIATION AND BANQUET

| | |
|-------------|--|
| DISCUSSION | Initiation will be from 5PM-7PM on Tuesday November 29 th . Set up will be at 4:30. |
| CONCLUSIONS | Caroline will contact speaker, contact Della Voce for catering and the Alumni Center for a space to eat. We are still trying to figure out where to hold initiation and ideas are welcome! |

Meeting ended at 10:06. - Keith Huddleston, Recording Secretary

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| Dr. Emily Dringenberg | Chief Adviser | dringenberg@ksu.edu | 620.423.9072 |
| Asst. Dean Andrew D Fund | Adviser | andyfund@ksu.edu | 785.532.5592 (office) |
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| <u>Events</u> ▷ Events |

- ▷ Treasurer
- ▷ Editor
- ▷ Media
- ▷ Media Elect
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| Due before December 15 (two weeks after initiation) | Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees | | Mitchell + ALL |



TAU BETA PI OFFICER MEETING

MINUTES

OCTOBER 28, 2016

9:32 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

| | | | | |
|-----------|-------------------------|-------------------------|----------------------|--------------|
| ATTENDEES | Damian Anton Cyr | Vice President | dcyr@ksu.edu | 785.275.2350 |
| | Keith Daniel Huddleston | Recording Secretary | kdhuddle@k-state.edu | 785.927.0265 |
| | Mitchell Scott Fowler | Corresponding Secretary | mfowler2014@ksu.edu | 913.235.6180 |
| | Trace Robertson | Membership Coordinator | tracer@ksu.edu | 913.481.1485 |
| | Anna Kucera | Media Coordinator Elect | akucera@k-state.edu | 913.568.3930 |
| | Ryan Cooper | Engineering Futures | rcooper@k-state.edu | 913.748.1509 |
| | Ethan Mark Linden | Awards Chair | lindene@k-state.edu | 620.282.3198 |
| | Dr. Emily Dringenberg | Advisor | dringenberg@ksu.edu | 620.423.9072 |
| | Dr. Lisa Wilken | Advisor | lwilken@k-state.edu | |

Agenda Topics

BENT SHINING PARTY/KS HILL

| | |
|-------------|--|
| DISCUSSION | Damian will get supplies, these include, sandpaper, files, brasso, rags. 21 initiates have RSVP'd. 150, 300, 600 grit sand paper. Expected expenditure 20-30\$. Damian is waiting for a call back from the fire department |
| CONCLUSIONS | If you are going to attend please make sure to RSVP so that there is an accurate head count for food. |

INITIATION/SIGNATURE BOOKS

| | |
|-------------|---|
| DISCUSSION | The purple mask theatre has been reserved, 40\$/hour. The the alumni center will be used for the banquet 250\$. The keynote speaker has been contacted, we are waiting for a response. Our shaded lamps used for initiation need repaired/replaced. |
| CONCLUSIONS | The lamps will be brought to next officer meeting to be evaluated. One new signature book was turned in, which brings us up to 33 total new initiates. |

CANNED FOOD DRIVE

| | |
|-------------|--|
| DISCUSSION | Boxes were distributed for the canned food drive. |
| CONCLUSIONS | There is a preferred food list on the bread basket's home page, if you are donating you may want to take a look at that. |

Meeting ended at 10:00. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

| TBP Officers Fall 2016 | | | |
|-----------------------------|-------------------------------|----------------------|-----------------------|
| Name | Position | Email | Phone Number |
| Caroline Kabus | President | ckabus@ksu.edu | 785.215.7902 |
| Damian Cyr | Vice President | dcyr@ksu.edu | 785.275.2350 |
| Lucas Verschelden | Vice President Elect | lucasv@ksu.edu | 913.488.6887 |
| Keith Huddleston | Recording Secretary | kdhuddle@ksu.edu | 785.927.0265 |
| Mitchell Fowler | Corresponding Secretary | mfowler2014@ksu.edu | 913.235.6180 |
| Jess Zidek | Corresponding Secretary Elect | jmzidek@ksu.edu | 913.486.6220 |
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| Peter Lemoine Jensen | Membership Coordinator Elect | plj1002@ksu.edu | 620.217.0172 |
| Jay Alexander Disberger | Treasurer | jayo777@ksu.edu | 970.815.8590 |
| [TBD at December Elections] | Treasurer Elect | | |
| Abbie Hilliard | Media Coordinator | abbieh@ksu.edu | 913.704.8272 |
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TAU BETA PI OFFICER MEETING

MINUTES

NOVEMBER 4, 2016

9:31 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

| | | | | |
|-----------|-------------------------|-------------------------|----------------------|--------------|
| ATTENDEES | Caroline Kabus | President | ckabus@ksu.edu | 785.215.7902 |
| | Damian Anton Cyr | Vice President | dcyr@ksu.edu | 785.275.2350 |
| | Keith Daniel Huddleston | Recording Secretary | kdhuddle@k-state.edu | 785.927.0265 |
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| | Dr. Lisa Wilken | Advisor | lwilken@k-state.edu | |

Agenda Topics

LAMPS

| | |
|-------------|---|
| DISCUSSION | It was decided on that we will continue to use the lamps, and power strip, for future initiations. |
| CONCLUSIONS | We will need to acquire an extension cable for initiation. Also alterations will be made to the lamps, such as notching the base to increase stability. |

CANNED FOOD DRIVE

| | |
|-------------|---|
| DISCUSSION | The email for the canned food drive, written by Ethan, was reviewed. A vote was taken on whether or not to change the point system. |
| CONCLUSIONS | Slight revisions will be made to the email. The vote was in favor of changing the point system from a flat number of cans collected to cans per person collected. |

KS HILL

| | |
|-------------|--|
| DISCUSSION | Most everything is ready for this event. |
| CONCLUSIONS | Damian will finish getting everything ready for the event. |

INITIATION/FUTURE INITIATES

| | |
|-------------|--|
| DISCUSSION | The bents that will be polished have been distributed to all but six of the initiates. Next week we will review the email draft for initiation. Thirty three people will be initiated. A vote was taken on whether or not to start inviting grad students to join TBP. |
| CONCLUSIONS | The remaining bents will hopefully be distributed at the KS hill event. The vote passed in favor of, in the future, inviting grad students to join TBP. |

Meeting ended at 10:19. - Keith Huddleston, Recording Secretary

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| | | | |
|--|-----------------------------------|--|--|
| | Submit Report of Officer Election | | |
| | Submit Fees | | |

Treasurer's Report

(Future Treasurer's Reports will be submitted in a more professional format)

Beginning Balance:

\$ 2,671.88

| TRANSACTIONS | | | | | | | |
|--------------|----------|-------------------------------|--|-------------|-------------|------------|--|
| Type | Date | Category | Description | Amount | Balance | Reconciled | |
| Deposit | 8/31/16 | Dividends | Checking Account Share Dividend From K-State Fedral Credit Union | \$ 0.24 | \$ 2,672.12 | ✓ | |
| Check | 9/6/16 | Miscellaneous: General Events | #1015 General Body Meeting with Pizza | \$ (44.00) | \$ 2,628.12 | ✓ | |
| Check | 9/18/16 | Other | #1016 General odd charge from nationals | \$ (10.61) | \$ 2,617.51 | ✓ | |
| Check | 9/18/16 | Miscellaneous: Postage | #1014 To Division of Facilities for Postage | \$ (100.71) | \$ 2,516.80 | ✓ | |
| Deposit | 9/30/16 | Dividends | Checking Account Share Dividend From K-State Fedral Credit Union | \$ 0.17 | \$ 2,516.97 | ✓ | |
| Check | 9/22/16 | Initiation: Gen. Party | #1017 Cookies for Initiation Info Session | \$ (41.14) | \$ 2,475.83 | | |
| Check | 9/29/16 | Initiation: Gen. Party | #1018 Pizza For Initiate speed dating (to Jay) | \$ (198.94) | \$ 2,276.89 | | |
| Check | 10/10/16 | Initiation: Gen. Party | #1020 Cookies for Speed dating | \$ (17.97) | \$ 2,258.92 | | |
| Check | 10/10/16 | Eng. Futures: Pizza/Food | #1019 Cookies | \$ (13.02) | \$ 2,245.90 | | |
| Check | 10/10/16 | Miscellaneous: Postage | #1014 To Division of Facilities for Postage | \$ (0.54) | \$ 2,245.36 | | |
| Check | 10/17/16 | Other | #1025 General Treasurer Supplies | \$ (13.58) | \$ 2,231.78 | | |
| Check | 10/17/16 | KS-Hill: Supplies | #1024 Supplies for Highway Cleanup | \$ (65.93) | \$ 2,165.85 | | |
| Check | 10/17/16 | Adopt-A-Highway: Pizza | #1023 Pizza | \$ (98.82) | \$ 2,067.03 | | |
| Check | 10/17/16 | Initiation: Gen. Party | #1022 Signiture Party Pizza | \$ (206.88) | \$ 1,860.15 | | |
| Check | 10/28/16 | Other | #1026 Account Move to Commerce Bank | \$ (500.00) | \$ 1,360.15 | | |
| Check | 10/28/16 | Other | #1026 Account Move to Commerce Bank | \$ 500.00 | \$ 1,860.15 | | |
| Check | 10/30/16 | Initiation: Bents | #301 For Nationals 46 Key-shipping | \$ (10.76) | \$ 1,849.39 | | |

(prepared by Jay)



TAU BETA PI OFFICER MEETING

MINUTES

NOVEMBER 11, 2016

9:33 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

| | | | | |
|-----------|-------------------------|-------------------------|----------------------|--------------|
| ATTENDEES | Caroline Kabus | President | ckabus@ksu.edu | 785.215.7902 |
| | Damian Anton Cyr | Vice President | dcyr@ksu.edu | 785.275.2350 |
| | Keith Daniel Huddleston | Recording Secretary | kdhuddle@k-state.edu | 785.927.0265 |
| | Mitchell Scott Fowler | Corresponding Secretary | mfowler2014@ksu.edu | 913.235.6180 |
| | Trace Robertson | Membership Coordinator | tracer@ksu.edu | 913.481.1485 |
| | Anna Kucera | Media Coordinator Elect | akucera@k-state.edu | 913.568.3930 |
| | Ryan Cooper | Engineering Futures | rcooper@k-state.edu | 913.748.1509 |
| | Ethan Mark Linden | Awards Chair | lindene@k-state.edu | 620.282.3198 |
| | Dr. Emily Dringenberg | Advisor | dringenberg@ksu.edu | 620.423.9072 |
| | Dr. Lisa Wilken | Advisor | lwilken@k-state.edu | |
| | Russell A Feldhausen | Advisor | russfeld@ksu.edu | |

Agenda Topics

ADVISOR STATUS

| | |
|-------------|---|
| DISCUSSION | In the past Russell was not officially a Tau Beta Pi advisor. |
| CONCLUSIONS | Russell is now officially an advisor |

BANQUET AND INITIATION

| | |
|-------------|---|
| DISCUSSION | The firefighters and Meade Lumber, need to be invited to the banquet, and letters need to be sent to both parties. The speakers need to be finalized for the banquet. Some members will need to be at the Purple Mask Theatre early to set thing up. The food will be prepared same people as the last banquet. It is unsure whether we have to choose one salad. |
| CONCLUSIONS | The keynote speaker from Henderson is finalized. One of the other speakers will be Caroline, one other speaker still needs to be chosen. Per group discussion, Caroline will ask Dr. Lisa Wilken followed by Dean Craig Wanklyn, followed by Dr. Kevin Wanklyn if they would like to speak at the banquet representing the college of engineering. If we have to choose one salad the following option was decided, house salad. |

OFFICER FILES

| | |
|-------------|--|
| DISCUSSION | Some files need to be created, and others updated. |
| CONCLUSIONS | All officers should update their how-to files, if none exist officers should make one. |

OFFICER VOTING SESSION

| | |
|-------------|--|
| DISCUSSION | It was voted upon on whether or not to change the bylaws pertaining to the voting process. It was also discussed on what to do for this year's voting meeting. |
| CONCLUSIONS | It was passed the voting process will be slightly altered. Members will sign up online for officer positions in advance in order to promote people to run for positions. At the next officer meeting, it will be discussed on what to do for the officer voting process. |

Meeting ended at 10:09. - Keith Huddleston, Recording Secretary

See following pages for:

- Updated schedule
- Semester committee Assignments

| TBP Officers Fall 2016 | | | |
|-----------------------------|-------------------------------|----------------------|-----------------------|
| Name | Position | Email | Phone Number |
| Caroline Kabus | President | ckabus@ksu.edu | 785.215.7902 |
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| Keith Huddleston | Recording Secretary | kdhuddle@ksu.edu | 785.927.0265 |
| Mitchell Fowler | Corresponding Secretary | mfowler2014@ksu.edu | 913.235.6180 |
| Jess Zidek | Corresponding Secretary Elect | jnzidek@ksu.edu | 913.486.6220 |
| Trace Robertson | Membership Coordinator | tracer@ksu.edu | 913.481.1485 |
| Peter Lemoine Jensen | Membership Coordinator Elect | plj1002@ksu.edu | 620.217.0172 |
| Jay Alexander Disberger | Treasurer | jayo777@ksu.edu | 970.815.8590 |
| [TBD at December Elections] | Treasurer Elect | | |
| Abbie Hilliard | Media Coordinator | abbieh@ksu.edu | 913.704.8272 |
| Anna Kucera | Media Coordinator Elect | akucera@ksu.edu | 913.568.3930 |
| Aaron Mason | Events Coordinator | amaaronmason@ksu.edu | 620.755.4704 |
| Ryan Cooper | Engineering Futures | rcooper@ksu.edu | 913.748.1509 |
| Ethan Linden | Awards Chair | lindene@ksu.edu | 620.282.3198 |
| McKenzie Hine | Signage/Display Coordinator | mrhine@ksu.edu | 913.748.7742 |
| Levi Hefner | Alumni Chair | levihefner@ksu.edu | 785.953.0754 |
| Dr. Emily Dringenberg | Chief Adviser | dringenberg@ksu.edu | 620.423.9072 |
| Asst. Dean Andrew D Fund | Adviser | andyfund@ksu.edu | 785.532.5592 (office) |
| Dr. Lisa Wilken | Adviser | lwilken@ksu.edu | |
| Russell A Feldhausen | Adviser | russfeld@ksu.edu | |

| Committees |
|--|
| <u>Community Service</u> ▷ Vice President ▷ Vice President Elect ▷ Recording Secretary |
| <u>Membership</u> ▷ Membership Coordinator ▷ Membership Coordinator Elect ▷ Corresponding Secretary ▷ Corr. Secretary Elect ▷ Alumni Chair |
| <u>Convention</u> ▷ President/Vice President |
| <u>Events</u> ▷ Events ▷ Treasurer ▷ Media/Media Elect ▷ Awards ▷ Engineering Futures ▷ Signage/Display Coordinator |



| Tau Beta Pi Schedule Fall 2016 | | | |
|---|--|--|---|
| Date | Activity | Location and Time | Responsible Party |
| <i>Friday, August 26</i> | <i>Week 1 Executive Meeting</i> <i>Stuff Parent Envelopes</i> | <i>9:30AM Rathbone 1044</i> | Membership coordinator, Nathan + ALL |
| Friday, August 26 | Engineering Student Organization Fair Hand out Pins and Certificates | 1:00-4:00 p.m. Eng Hall Atrium | ALL (two volunteers) |
| Monday, August 29 | Send 1st Letter to Parents Email 1st Letter to Students | | Membership coordinator, Nathan |
| Thursday, September 1 | Submit Convention Travel Plans | Online | Damian and Lucas |
| <i>Friday, September 2</i> | <i>Week 2 Executive Meeting</i> <i>Label and Distribute Invites</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, September 6 | General Body Meeting Present new membership stats and advisers Social Hour Afterwards at Tanners | 5:30PM Engineering Hall 0093 | ALL |
| <i>Friday, September 9</i> | <i>Week 3 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Due before September 16 | Send Report of Eligibility | | Mitchell |
| <i>Friday, September 16</i> | <i>Week 4 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, September 20 | Initiation Kickoff meeting | 5:30PM, Engineering Hall 0093 | ALL |
| Wednesday, September 21 | Career Fair Volunteering (ALL) Career Fair Lunch (Caroline + Dr. Dringenberg) Career Fair Banquet (Caroline + Fund + Damian) | Entire Day is Shot | ALL Caroline + Dr. Dringenberg Caroline + Fund + Damian |
| <i>Friday, September 23</i> | <i>Week 5 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Sunday, September 25 | Engineering Futures | 1:00PM-4:00PM, Room 0093 | Ryan + ALL |
| Tuesday, September 27 | Prospective member personal meetings, and review | 5:30pm-7:30pm Engineering Hall 0093 | ALL |
| <i>Friday, September 30</i> | <i>Week 6 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, October 4th | Prospective Member Orientation (Pizza/Signature Books) | 5:30PM Engineering Hall 0093 | ALL + Invite Faculty TBP Alumni |
| Thursday October 6th - Saturday October 8th | TBP National Conference | San Diego, CA | Damian and Lucas |
| <i>Friday, October 7</i> | <i>Week 7 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | Damian-Lucas-Caroline-gone |
| <i>Friday, October 14</i> | <i>Week 8 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Sunday October 16 | Adopt-A-Highway Service Project | 3:00PM-5:00PM | Damian and Committee + ALL |
| <i>Friday, October 21</i> | <i>Week 9 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| <i>Friday, October 28</i> | <i>Week 10 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, November 1st | Bent Shinning Event | 5:30-PM Seaton 142 | ALL |
| <i>Friday, November 4</i> | <i>Week 11 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Sunday, November 6 | KS Hill Service Project | 2-4pm | ALL |
| Sunday, November 6th | Internal Deadline for Election Report | Initiates to submit catalog cards | |
| <i>Friday, November 11</i> | <i>Week 12 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| November 14 - 18 | Canned Food Drive | | Ethan Awards Chair + ALL |
| <i>Friday, November 18</i> | <i>Week 13 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Due before November 17 (two weeks before initiation) | Submit Election Report & Catalogue Card due date | | Nathan, Mitchell + ALL |
| <i>Friday, November 25</i> | <i>Week 14 [MEETING CANCELED]</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday November 29 | Initiation and Banquet | TBA 4:30PM-7PM | ALL |
| <i>Friday, December 2</i> | <i>Week 15 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Tuesday, December 6th | Elections and Social | 5:30 pm Location TBD? | ALL + Plus Initiates |
| <i>Friday, December 9</i> | <i>Week 16 Executive Meeting</i> | <i>9:30AM Edwards Conf. Room</i> | |
| Due before December 15 (two weeks after initiation) | Submit Final Action Report Submit Roll Book Signatures Submit Report of Officer Election Submit Fees | | Mitchell + ALL |



TAU BETA PI OFFICER MEETING

MINUTES

NOVEMBER 18, 2016

9:31 P.M. EDWARDS CONFERENCE ROOM
(FIEDLER 1094)

| | | | | |
|-----------|-------------------------|-------------------------|----------------------|--------------|
| ATTENDEES | Caroline Kabus | President | ckabus@ksu.edu | 785.215.7902 |
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| | Dr. Lisa Wilken | Advisor | lwilken@k-state.edu | |
| | Russell A Feldhausen | Advisor | russfeld@ksu.edu | |

Agenda Topics

NEW ELECTION PROCESS

| | |
|-------------|--|
| DISCUSSION | It was decided that the nomination process will be changed. |
| CONCLUSIONS | Nominations will now be done online through orgsync, members can nominate themselves or can be nominated by someone else with their permission. There is one week between initiation and election. |

ELECTION LOCATION

| | |
|-------------|---|
| DISCUSSION | The location, and activities for the election meeting has yet to be decided. |
| CONCLUSIONS | The suggestions were as follows: Goose lounge, Billiard at the Union, Natatorium Pool party, Beach Art Museum. As it stands the Beach Art Museum is the likely candidate. |

INITIATION

| | |
|-------------|--------------------------------------|
| DISCUSSION | Everything is set up and ready. |
| CONCLUSIONS | The initiation is on Tuesday Nov 29. |

Meeting ended at 9:56. - Keith Huddleston, Recording Secretary

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- Updated schedule
- Semester committee Assignments

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TBP Meeting Minutes 1/23/2017

General body meeting

- pi day
- graduating things
- food?
- Feb 9, 7 PM
- Rooms: 0093 or 1066

Initiation Kickoff

- business casual
- cookies?
- Feb 16, 6:00PM

Personal Meetings

- speed dating format
- Feb 23, 6:00PM-9:00PM
- Food provided
- business casual

Orientation

- March 2nd, 5:30PM
- casual
- food provided
- highlight service projects
- invite faculty

Service Projects

- give bent
- February 26, 2PM KS Hill
- March 11, 1PM Highway

Initiation

- April 4

General Ideas

- museum or concerts as optional activities for all members
- challenge course
- escape from room

Bank Issues